

# Hello.



## A Quick Start Guide To The Macbook Air

# What's In The Quick Start Guide?

Welcome to MLTI version 4.

New beginnings are an exciting time. New beginnings that are built upon a decade of experience hold even greater promise. Started in 2002, the Maine Learning Technology Initiative made Maine the first state to seize the potential of technology to transform teaching and learning in classrooms statewide. The concept of MLTI began with a vision of preparing Maine's students for a rapidly changing world.

This year you'll be provided with a new MLTI tool, a Macbook Air. All MLTI MacBook Air units are shipped with a custom MLTI image. This image is very different from previous MLTI deployments in that there are no users created on the image. The devices are ready for use without alterations. Users will walk through the setup assistant to create their own administrator account.

We have created this quick start guide to assist with the backup, setup and restore process.

**Here is what's included:**

- ▶ **Getting Started**
- ▶ **What files should I backup?**
- ▶ **Backup Strategies: Where do I put my files?**
- ▶ **A Guide to configuring your Macbook Air**
- ▶ **Adding software to the Macbook Air**
- ▶ **Additional settings**
- ▶ **Restore files from your Macbook onto the Macbook Air**
- ▶ **Find Out How: Resources for Using A Mac**

# Getting Started

## Workflow for the 2013-14 Laptop Deployment

1. Get your files off your current Macbook
2. Return the laptop to the Technology Department
3. Pay for the laptop if you wish to buy it. We'll re-image it and return it to you within a couple of days.
4. Upon returning your current Macbook to the Technology Department you will be assigned a 2013-14 MLTI Macbook Air.
5. You will configure your new Macbook Air.
6. You will install software on your Macbook Air.
7. You will restore your backup files onto the Macbook Air.

## First Things First...

Before getting the Macbook Air a couple of tasks need to be completed:

### ■ Backup your files off the previous Macbook

- .. Files need to be moved off your current Macbook and transferred to the Macbook Air. This Quick Start guide provide an outline on what files to backup, selecting a backup resource and moving files to the Macbook Air.
- .. If needed, schedule an appointment with Terri Dawson for assistance.

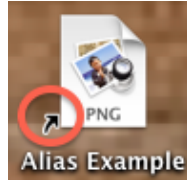
### ■ Create an Apple ID

- .. An Apple ID is the login you use for just about everything you do with Apple including: using iCloud; downloading apps from the App Store and education content from iTunes U; and buying songs, and movies from the iTunes Store.
- .. You can use your FirstClass email address or another address when creating your an Apple ID. It's your content.
- .. You can use an existing Apple ID if you have already created one.
- Go to: [www.appleid.apple.com](http://www.appleid.apple.com) to create an Apple ID.

# What Files Should I Backup?

Here is a list of files and folders to move to your Macbook Air from your current White Macbook.

*Tip: Files with an arrow in the corner are an Alias. These are shortcuts to the file, not the actual file. Make sure you backup the actual file.*



## ■ Files on the Desktop

- .. Create a new folder on the desktop named 'from desktop'
- .. Move all the files on the desktop into that folder
- .. Create another folder on the desktop named 'Move'
- .. Move the 'from desktop' folder into the 'Move' folder

## ■ Safari Bookmarks

- .. Launch Safari
- .. Go to File > Export Bookmarks
- .. Use the default destination of 'Documents'
- .. This will create a Safari Bookmarks.html file

## ■ Firefox Bookmarks

- .. Launch Firefox
- .. Go to History > Show All History
- .. Select Backup... from the Import/Export drop down menu (*the star icon*)
- .. Use the default destination 'Desktop'
- .. This will create a Bookmarks-yyyy-mm-dd.json file.

## ■ Chrome Bookmarks

- .. Launch Chrome
- .. Go to: Bookmarks > Bookmarks Manager
- .. Select Export Bookmarks to HTML file from the 'Organize' drop down menu
- .. Use the default destination of 'Documents'
- .. A Bookmarks-yyyy-mm.dd.html file will be created

## ■ iCal

- .. Launch iCal
- .. Select a calendar in the 'Calendars' List section
- .. Go to: File > Export > Export
- .. Name the file use the default destination 'Documents' Click the export button.
- .. This will create a .ics file that can be imported into iCal to restore your calendar
- .. Repeat the export for **ALL** your calendars.

## ■ Address Book

- .. Launch Address Book
- .. Go to File->Export vCard
- .. This will export a file that contains your entire address book.
- .. Use the default destination of 'Documents'

## ■ Stickies

- Stickies are in the StickiesDatabase file.
- .. Open a new Finder Window
- .. Click on your home folder
- .. Open the Library folder
- .. Locate the 'StickiesDatabases' file
- .. Copy this file to the 'Move' folder.

## ■ iPhoto

- .. Go to the Photos folder
- .. Copy the iPhoto Library file into the 'Move' folder.

## ■ Photo Booth

- .. Go to the Photos folder
- .. Copy the Photo Booth folder into the 'Move' folder.
- .. Go to Library/Applications Support/Photo Booth
- .. Copy the Recents.plist file to the 'Move' folder

## ■ iTunes

- .. Go to the Music folder
- .. Move the iTunes folder into the 'Move' folder

## ■ Garage Band

- .. Go to the Music folder
- .. Move the Garage Band folder into the 'Move' folder.

## ■ iMovies

- .. Go to Movies folder
- .. Copy the iMovie Events and iMovie Projects folders into the 'Move' folder

## ■ Documents folder

- .. Copy the Documents folder into the 'Move' folder

## ■ Clean up the 'Desktop' folder

- .. Move the backup files into the 'Move' folder

## ■ Backup the 'Move' folder

- .. Highlight the 'Move' folder and go to File > Get Info. This will show the size of the 'Move' folder.
- .. Use this info to select the size needed for your backup location.
- .. Copy the 'Move' folder to your backup location.

# Backup Strategies: Where Can I Put My files?

Before you can get your Macbook Air you'll need to backup the files from your assigned Macbook. This info sheet is intended to assist you in figuring out what backup resource is best for your needs.

## ► Backup Options:

### Web-Based Storage Options

Web-based storage options offer free cloud storage and your data is available from any computer or smart phone using a web browser or app.

Web-based storage options also allow you to share files and folders with others without the need to attach the document as an email avoiding file size limits associated with emails.

There are many free online storage options available including:

#### ■ Dropbox

[www.dropbox.com](http://www.dropbox.com)

Dropbox offers 2 GB of free storage.

#### ■ Google Drive

<https://tools.google.com/dlpage/drive>

Google drive provides 5 GB of free online storage. It does require you to have a free Google account.

#### ■ Cubby

[www.cubby.com](http://www.cubby.com)

Cubby offers 5 GB of free storage when you sign up for basic account.

#### ■ Copy

[www.copy.com](http://www.copy.com)

Copy offers 15 GB of free storage.

### Optical Discs

Optical discs, or CD's, hold up to 700mb of data. DVD can hold up to 4.7 GB of data. The data is copied and then 'burned' onto the disc. Optical discs can be purchased from office supply, electronic, pharmacy, grocery or online stores. Optical drives are inexpensive and range in price from \$1.50 each to \$15 for a pack of 50. Optical discs are only as reliable as the care they are given. A scratch on the disc will make the data unreadable.

Be aware...the Macbook Air does not have an optical drive. Options are available to move files from the optical disc to the Macbook Air.

### Pen / Thumb / Flash Drives / Memory Sticks

Pen drives can hold 1 to 32 GB of data and come in various quality and speeds. These are more durable than optical discs, however they are easy to misplace. Memory Sticks range in price from \$10 for a 4 GB drive and \$50 for a 32 GB drive. These can be purchased at office supply, electronics, pharmacy and online stores.

### External Hard Drives

External hard drives come in various storage sizes from 250 GB to 1 TB or storage. The drive connects to the computer via a USB cable. External drives range in price from \$50 for a 500 GB drive and \$150 for a 4 TB drive. WD, Seagate, Lacie are reliable brands (however 'your milage may vary'). These can be purchased at office supply, electronics and online stores.

### Apple Time Machine

Time Machine is the built-in backup that works with your Mac and an external drive (sold separately). Time Machine automatically backs up your entire Mac, including preferences, music, photos, movies, and documents.

These [YouTube videos](#) will help you configure Time Machine to back up your files. (click link above or search Macintosh Time Machine in YouTube).

## ► Need Help Backing up files?

Make an appointment with Terri Dawson for assistance with backing up your files.

### Backup Basics: The 3-2-1 of Backups

**3 copies of anything you care about** - Two isn't enough if it's important.

**2 different formats** - Example: Dropbox+DVDs or Hard Drive+Memory Stick or Copy+Hard Drive, or more

**1 off-site backup** - If the house burns down, how will you get your memories back?

# A Guide to Configuring the Macbook Airs

The new Macbook Air being provided is similar to a new laptop from the Apple Store. This means that you will be the sole Administrator of your device. Here is a quick walk-through to get started.

## A. Prep Work:

- Backup your files off the Macbook.  
Use the backup guide outline or schedule an appointment with Terri Dawson for assistance.
- Create an Apple ID.  
Go to: [www.appleid.apple.com](http://www.appleid.apple.com). You can use an existing Apple ID if you have already created one. You can use iCloud to sync between your Apple devices and your school assigned laptop.

## B. Laptop Setup:


- Remove and dispose of the plastic wrapper. Open the lid and discard the screen protector.
- Turn on the device. The power button is located in the upper right corner of the keyboard.
- You will be prompted to configure these settings:
  - .. Select language
  - .. Select country and press the 'continue' arrow
  - .. Select keyboard layout: U.S.
  - .. Join the network: Gorham Schools
  - .. Select 'not now' on the transfer information page and then click continue
  - .. Check the box to enable location services and click continue. Confirm the setting.
  - .. Enter an Apple ID and password.
  - .. Add Apple ID security (optional).
  - .. Add rescue e-mail (optional)
  - .. Agree to the terms and conditions
  - .. Select 'Set-up iCloud on this Mac'
  - .. Enable address for Messaging
  - .. Enable 'Find My Mac' (used if the laptop is lost or stolen)

- .. Create your account:
  - ▶ This will be the only account on the computer and it has full administrator rights
  - ▶ Set a strong password. This is the only password on the device!
  - ▶ Enable allow Apple ID to reset password and require password when logging in
  - ▶ Click on the picture to change it.
  - ▶ Set time zone by enabling 'set time zone automatically using current location'
- Click continue to register
- Click 'Start using your Mac'

## C. CrashPlan Pro Setup:

- Configure CrashPlan ProE to automatically backup the Documents folder.
  - .. Click create new account button
  - .. Enter name, email and password info. You can use the email of your choice.
  - .. Click 'Create Account' button
  - .. Your backup account will be configured

## D. Apply the Latest Software Updates

- .. Go to Apple Menu (*tip: the Apple icon  is in the upper left corner of the screen*) and select Software Update. The laptop will check for updates.
- .. Click the 'Update' button. Click the restart button when prompted.

***Tip: It's important to run software update. One of the updates fixes a known wireless connection issue.***

## Congratulations!

You're now ready to use the laptop.

Next stop....add some software.

# Adding Software to Your Computer

You're in control of your laptop and what software is installed on it. Software can be downloaded and installed from several sources including:

## Software Resources

### ■ Self-Service Portal

New for MLTI-4 is a self-service portal for installing state and district software. The Self-Service Portal allows you control of what software is on the computer. Add what you want. Don't add what you won't use. This provides more space on the computer for your files. A Self-Service application is located in the Applications folder.

### ■ App Store

Free and purchased software can be downloaded from Apple's App Store using an Apple ID. The App Store application is located in the Applications folder.

### ■ Directly from the Developer

Software can be downloaded directly from the developer. This allows you the freedom to discover the tools that work best for you.

Security tip.....only download and install software from a trusted source. Malware and viruses can be disguised as popular software.

## Let's explore the Self-Service Portal:

- Click on the Finder icon located in the Dock.
- Navigate to the Applications folder.
- Locate and launch the Self-Service application
- Click on the links listed under 'Categories', located on the right side, to see more software.
- Click on the install button to download and install the software you want.
- Add the software you want. More software will be added to the portal throughout the school year.
- A detailed description of the software in the Self-Service portal will be provided soon.



## Let's add some software to your laptop

### ■ Let's install and configure FirstClass

- .. Locate FirstClass on the 'Productivity' page
- .. Click on the install button and FirstClass will be installed on your computer.
- .. Locate FirstClass in the computer's application folder.
- .. Launch FirstClass
- .. Click on the 'Advanced' arrow
- .. Click on the 'Setup' button
- .. Enter this in the server field:  
mail.gorham.k12.me.us
- .. Click the 'Save' button
- .. Click on the 'Advanced' arrow
- .. Enter your login credentials

## Let's add some more software:

- .. Review the software available in the portal. Click on the categories link to see what's offered.
- .. Add Flash, (needed for most videos on the web). Add Silverlight if you are a Netflix user.
- .. Add other web browsers if you prefer them over Safari.
- .. Add Dropbox and Google Drive as backup resources.
- .. FYI: iWork (Pages, Keynote and Numbers) is already installed on the laptop. It's in the portal in case the software needs to be reinstalled.
- .. Add what you want, when you want!



# Additional Settings

These suggestions are System Preferences you can set to customize the computer for how you want to use it.

## ■ Finder Preferences

- .. Go to Finder > Preferences
- .. Click on the General tab
- .. Select the items you want to see on the desktop
- .. Click on the Sidebar tab
- .. Select the items you want to see in the sidebar.  
The sidebar is the left column of the finder window
- .. Click on the Advanced tab
- .. Modify these setting to customize your laptop

## ■ Turn Off BlueTooth

- Turn off Bluetooth if you don't use Bluetooth devices: mouse, keyboard, speakers, etc
- .. Go to Apple Menu > System Preferences
  - .. Launch the Bluetooth preference pane
  - .. Uncheck 'On'

## ■ System Security Lock

- Change the time limit for the computer to logout after inactivity.
- .. Go to Apple Menu > System Preferences
  - .. Launch the Security & Privacy preference pane
  - .. Change the 'Require password after sleep or screen saver begins' setting.

## ■ Highlight Color

- Change the color of highlighted items
- .. Go to Apple Menu > System Preferences
  - .. Launch the General preference pane
  - .. Change the Appearance and Highlight color settings.

## ■ Energy Saver

- Change the time before the screen goes dim. Modifying this setting can impact battery life.
- .. Go to Apple Menu > System Preferences
  - .. Launch the Energy Saver preference pane
  - .. Change the Display Sleep settings

## ■ Trackpad

- Change the trackpad multi-touch gestures feature
- .. Go to Apple Menu > System Preferences
  - .. Launch the Trackpad preference pane
  - .. View the videos and customize the trackpad

## ■ iCloud

- Setup syncing with other Apple devices
- .. Go to Apple Menu > System Preferences
  - .. Launch the iCloud preference pane
  - .. Configure data syncing between the laptop, iPhone, iPad and iCloud

## ■ The Dock

- .. Go to Apple Menu > System Preferences
- .. Launch the Dock preference pane
- .. Modify the Dock setting to meet your needs,

## ■ Users and Groups

- Add another user account to the computer. This must be done if anyone besides you will be using the computer. Remember the FERPA laws. Your documents are private and shouldn't be shared with others.
- .. Go to Apple Menu > System Preferences
  - .. Launch the Users & Accounts preference pane
  - .. Add a new account

## ■ Dictation

- Enable the speech to text feature. Speak and the words will appear in your document.
- .. Go to Apple Menu > System Preferences
  - .. Launch the Dictation & Speech preference pane
  - .. Activate Dictation by clicking the 'On' button

## ■ Text-to-Speech

- Enable the Text-to-Speech feature. With Text-to-Speech you can highlight any text, and Alex will read it aloud
- .. Go to Apple Menu > System Preferences
  - .. Launch the Dictation & Speech preference pane
  - .. Click on the Speech To Text tab
  - .. Check the 'Speak selected text when the key is pressed' box.
  - .. The default key combination is Option+Esc.
  - .. Be careful when changing the default as those keys will only work for the Text-to-Speech feature. Example: If the default was changed to the 'S' key, then the 'S' key wouldn't work for anything other than the Text to Speech feature. Be careful when changing the default setting.



# How to Restore Files onto the Macbook Air

Here is how to restore files from the Macbook onto the Macbook Air.

## ■ Safari Bookmarks

- .. Launch Safari
- .. Go to File > Import Bookmarks
- .. Select the Safari Bookmarks.html file

## ■ Firefox Bookmarks

- .. Launch Firefox
- .. Go to History > Show All History
- .. Select Restore from the Import/Export drop down menu (*the star icon*)
- .. Select choose file
- .. Select the Bookmarks-yyyy-mm-dd.json file.

## ■ Chrome Bookmarks

- .. Launch Chrome
- .. Go to: Bookmarks > Bookmarks Manager
- .. Select Import Bookmarks to HTML file from the 'Organize' drop down menu
- .. Select the Bookmarks-yyyy-mm.dd.html

## ■ Address Book

- .. Launch Address Book
- .. Go to File->Import
- .. Select your Address Book vcard file

## ■ iCal

- .. Launch iCal
- .. Go to: File > Import > Import
- .. Select an .ics file. Click the import button.
- .. Repeat the import for **ALL** your calendars.

## ■ Stickies

- .. Open the Library folder
- .. Move the 'StickiesDatabases' file into the Library folder

## ■ iPhoto

- .. Move the iPhoto Library file into the Photos folder.

## ■ Photo Booth

- .. Move the Photo Booth folder into the Photos folder
- .. Copy the Recents.plist file to the Library> Applications Support> Photo Booth folder

## ■ iTunes

- .. Move the iTunes folder into the Music folder
- .. There should be only one iTunes folder in the Music folder. Replace the existing folder if needed.

## ■ Garage Band

- .. Move the Garage Band folder into the Music folder.

## ■ iMovies

- .. Copy the iMovie Events and iMovie Projects folders into the Movies folder

## ■ Documents folder

- .. Copy the contents of the Documents folder into the Documents folder

# Find Out How: Resources For Using A Mac

Download this Quick Guide page for easy access to the links listed below:

[https://www.dropbox.com/s/yh9777y6j4nvyqg/Find\\_Out\\_How\\_Links.pdf](https://www.dropbox.com/s/yh9777y6j4nvyqg/Find_Out_How_Links.pdf)

## Getting Started with Mac:

- **Anatomy of a Mac:** <http://www.apple.com/findouthow/mac/#anatomy>
- **Personalizing Your Mac:** <http://www.apple.com/findouthow/mac/#personalizingmac>
- **Finder Basics:** <http://www.apple.com/findouthow/mac/#finderbasics>
- **Expose Basics:** <http://www.apple.com/findouthow/mac/#exposebasics>
- **Using the Sidebar:** <http://www.apple.com/findouthow/mac/#findersidebar>
- **Using Safari:** <http://www.apple.com/findouthow/mac/#usingsafari>
- **Using iWorks:** <http://www.apple.com/findouthow/iwork/>
- **The Macbook Air Manual:**  
[http://manuals.info.apple.com/en\\_US/macbook\\_air-13-inch-mid-2013\\_quick\\_start.pdf](http://manuals.info.apple.com/en_US/macbook_air-13-inch-mid-2013_quick_start.pdf)
- **The Apple Support Community:**  
[https://discussions.apple.com/community/mac\\_os/os\\_x\\_mountain\\_lion](https://discussions.apple.com/community/mac_os/os_x_mountain_lion)

## And Don't Forget Terri...

Contact Terri Dawson for more information on how to use your Macintosh and the software. She's a great resource offering advice and solutions for using the MLTI tools in your classroom.

### How to Use the Apple TV

- .. Connect your AppleTV to a projector
- .. Locate the Airplay icon in the Finder menu
- .. Select your AppleTV from the list
- .. Enter the on-screen code
- .. Your laptop desktop will be projected
- .. Turn Airplay mirroring off to stop projecting
- .. It's that simple!